

# AUTOMATED BUDGET SYSTEM

Agency Instructions

Office of Policy and Management  
Budget and Financial Management Division  
450 Capitol Avenue, Hartford, CT 06106

FY 2020 and  
FY 2021 Biennium

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## 1.0 Introduction

This document provides instructions for submitting the FY 2020 and FY 2021 biennial budget request for your agency. This year's software has been revised from versions used in prior years, particularly with regard to the development of the baseline operating budget request: see section three for a detailed overview of the logic used in this year's software.

As always, **questions regarding the development of your agency's biennial budget request should be directed to your assigned budget analyst.** Questions regarding the software may be directed to Alvin Dean at 860-418-6249.

## 2.0 Budget Process Overview and Timeline

The Office of Policy and Management develops and provides, typically on or about August 1<sup>st</sup> of each year, guidance in the form of a Secretary's policy letter as well as software to be used by state agencies in submitting their budget requests. Agencies prepare their biennial budget requests, including a baseline budget plan and a separate list of programmatic options if changes in expenditures or revenues are requested. The changes represent anything above or below the present level, as well as any reallocation of resources. The baseline funding level includes entitlement caseload changes, annualization of partial year funding, and other changes based on current law. Agencies must submit their baseline biennial budget requests on or before September 1<sup>st</sup> of each odd-numbered fiscal year, with program options typically due in October.

In odd-numbered fiscal years, the package presented by the Governor to the General Assembly must contain a separate budget for each of the two fiscal years and a report outlining estimated revenues and expenditures for the three years following the biennium.

When there is no change in Governor by way of election or succession, the Governor transmits the budget document for the next biennium to the legislature by the first session day following February 3<sup>rd</sup>. If the Governor has been elected or succeeded to the Office of Governor since the submission of the last budget document, the transmission of the budget and associated documents occurs by the first session day following February 14<sup>th</sup>.

In each even-numbered fiscal year, adjustments and revisions to the second year of the biennium are to be submitted if necessary. Transmittal of the Governor's recommended midterm adjustments to the General Assembly occurs on the Wednesday after the first Monday in February which is the day that the General Assembly convenes.

### 2.1 Budget Submission Requirements

The Governor's recommended budget document is required, by statute, to contain four elements:

1. The Governor's budget message;
2. Recommendations for appropriations for every agency for each fiscal year of the biennium (the recommendations would include the operating budgets for the biennium and bonding requirements for capital projects);

3. A draft or drafts of the proposed legislation to implement the Governor's budget including appropriations, bonding and revenue bills; and
4. Recommendations concerning the effect of the state's budget on the economy.

In order to develop recommendations for each agency, agency heads are required to submit estimates of expenditure requirements by September 1<sup>st</sup> of each year. In order to evaluate these submissions, the Office of Policy and Management specifies planning factors and assumptions to be used and determines the form and format of such submissions.

Biennial budget requests must include expenditure and appropriation data for the most recently completed and current fiscal years as well as each year of the biennium succeeding the current fiscal year. Such data must be detailed by program as well as being detailed by account code.

In addition, each program must be supported by its statutory authorization, description, and performance measures. For each program, the number of permanent full-time positions authorized, together with the number filled and vacant as of the most recently completed fiscal year must also be provided. Finally, budget data on federal and other grants supporting each program must also be provided.

## 2.2 Evaluation of Budget Requests

All requests are evaluated based on the efficiency and effectiveness of existing programs or the public need for new and expanded programs as well as for alignment with the Governor's policy objectives and the availability of revenue. Specifically, OPM evaluates baseline budget requests and budget adjustment proposals based on the following factors:

- Technical correctness (do the numbers add up?)
- Conformance with law (state and federal)
- Conformance with gubernatorial policy
- Clearly demonstrated the need for the activity
- Budget program efficiency (resource utilization)
- Budget program effectiveness (objectives met)
- Capital request impact on operating budget; operating request impact on capital budget

For Legislative Branch agencies, Judicial Branch agencies, and the Elections Enforcement Commission, Office of State Ethics, and Freedom of Information Commission, the Governor is required to present the estimated expenditure requirements and revisions that those agencies provide. Nevertheless, all agencies are required to submit budget requests in the format prescribed by the Secretary of OPM.

## 3.0 Baseline Budget Requests

The starting point for budget development consists of the appropriated programs and funding levels that are in place in the current fiscal year. In order to convert current-year appropriations into the amounts that will be required in the upcoming biennium, a number of adjustments must be applied. Technical adjustments to funding levels should follow the guidelines detailed in the Secretary's policy memo. In addition, each proposed adjustment must be categorized based on the specific type of adjustment being proposed; see below for a list of specific adjustment codes.

In accordance with the Secretary's policy letter, adjustments will generally be needed to account for differences between the current year and each year of the upcoming biennium for the following reasons:

### 3.1 Technical Adjustments

Proposed adjustments to the current level of appropriations fall into the following categories:

#### 3.1.1 Annualization

An adjustment may be needed to reflect the difference between part-year costs in the current fiscal year and full-year costs in upcoming biennium for any policy changes (either expansions or contractions) that occur during the fiscal year in progress. Annualization adjustments are only made for those items where funding was specifically appropriated by the Legislature for only a portion of the current fiscal year.

- Annualization of part-year funding for positions that were either added or cancelled during the current fiscal year – code 101
- Annualization of any private provider COLA that was partially funded during the current fiscal year – code 102
- Annualization – Other – code 199

#### 3.1.2 Statutory Changes

If current statute requires that a new program begin or end after the conclusion of the current fiscal year, or if statute requires a different funding level for a certain program after the current fiscal year, an adjustment may be required.

- Changes in funding that would be necessary due to statutory funding levels for formula-based grants – code 201
- Changes in funding that would be necessary to support rate increases that are statutorily required for programs that are funded on a fee for service basis – code 202
- Changes in federal law that impact state funding requirements – code 203
- All other funding changes required as a result of Connecticut statutory changes that take place after the current fiscal year – code 299

#### 3.1.3 Wage Costs

Adjustments will be needed to account for changes in state employee salary costs resulting from collective bargaining agreements. The personnel module in the automated budget system will assist in allocating increases to the appropriate categories.

- Cost of Current Year COLA – code 301
- Cost of Current Year Annual Increment / PARS – code 302
- Cost of Year 1 COLA – code 311
- Cost of Year 1 Annual Increment / PARS – code 312
- Cost of Year 2 COLA – code 321
- Cost of Year 2 Annual Increment / PARS – code 322

### 3.1.4 Non-Wage Inflation

Changes in any other cost as a result of price inflation are generally not allowed, except where specifically noted in the Secretary's policy letter. Adjustments consistent with the guidance in the Secretary's letter should be coded as noted below.

- Inflation of fee for service rates. Applies to fee for service reimbursement rates paid by human services agencies. Use only when such adjustments are specifically requested in the Secretary's policy letter – code 401
- Other inflationary increases. Use only for those categories of expenditure that are identified in the Secretary's policy letter – code 499

### 3.1.5 Caseload Changes

- Changes resulting from increased/decreased caseload during the biennium, such as in fee-for-service or enrollment-based programs, or from increases/decreases in number or frequency of services. Use for: 1) fee for service programs in the departments of Social Services, Children and Families, and Mental Health and Addiction Services; 2) bus, rail or ADA transit subsidies due to ridership changes; 3) enrollment changes in Department of Education charter schools, OPEN Choice and magnet schools programs; 4) population changes in the Department of Public Health's local and district departments of health subsidy; and 5) Office of Policy and Management property tax and elderly renters accounts – code 501

### 3.1.6 New Facilities

- Changes in the operating costs of facilities that are newly opened or closed – code 602

### 3.1.7 Miscellaneous / Other

- Annualization of any current-year deficiency to the extent that the deficiency is not one-time in nature – code 701 (only for non-personnel costs) or code 711 (for personnel costs)
- Annualization of any current-year surplus / lapse to the extent that the lapse is not one-time in nature – code 702 (only for non-personnel costs) or code 712 (for personnel costs)
- Annualization of any current-year Finance Advisory Committee transfers to the extent that such transfers are not one-time in nature – code 703 (only for non-personnel costs) or code 713 (for personnel costs)
- Leap year costs for services where costs are reflected on a per diem basis – code 704
- Changes in pension costs based on an actuarial analysis – code 705
- All other changes – code 999

## 4.0 Budget Options

Once the baseline funding level is established, policy proposals which would result in a budgetary change may be considered. Prior to the due date for submitting such proposals, the Secretary will issue a policy letter concerning budget options. This letter will generally identify areas on which the Governor wishes to focus during the upcoming budget period. Agencies are urged to consult their assigned OPM budget analyst regarding how potential budget options might fit with the Governor's policy direction. Budget options are

categorized as one of four types: reductions, expansions, reallocations, or revenue generating options. See appendix A for instructions on entering options in the budget software.

#### 4.1 Reduction Options

Agencies are typically asked to propose changes in how their business is conducted that would result in a decrease in State resource requirements. Even in times where resources are robust it is incumbent on agencies to maximize the efficiency of their operations and eliminate ineffective programming. In evaluating potential reduction options, agencies should consider the impact on all parties that may be affected by the change, including other agencies.

#### 4.2 Expansion Options

If permitted by the Secretary's policy letter, agencies may consider programmatic expansions that would result in a clear benefit to the public that outweighs an increased need for resources. As with reduction proposals, agencies should consider the impact of option proposals on all agencies that may be affected; for example, proposals to increase staffing must consider the impact on the cost of fringe benefits.

The Governor's ability to consider expansion proposals will be driven by the merits of the particular proposal in light of the availability of funding. The Secretary's policy letter on options will provide guidance on the extent to which expansion options will be considered. Frequently, the Secretary will ask that agencies provide OPM with expansion option concepts that can be reviewed so that agencies do not undertake the process of fully developing and submitting expansion proposals which have little likelihood of being funded.

#### 4.3 Reallocation options

Reallocation options allow an agency to propose a reallocation of resources between appropriations in order to fund an increase in funding in one area by reducing funding in a different area. Reallocation options also accomplish realignment of resources from their original SID(s) to more appropriate SID(s). In addition to proposing reallocation options within their own agency, agencies may propose reallocation options that cross agencies by contacting their assigned OPM budget analyst.

#### 4.4 Revenue Options

Agencies may propose options that would result in an increase in state revenue that more than offsets any increase in costs that are required to implement the revenue increase. Agencies should note, however, that the constitutional spending cap limits the growth in state appropriations and may limit the ability to support even those costs that are more than offset by revenue gains.

#### 5.0 Automated Budget System

The Automated Budget System can be downloaded at the following internet address:

<http://159.247.5.226/BudgetSystem2016/publish.htm>

Follow instructions on the screen to download and install the budget system. Once the system is installed, a shortcut to the system, titled "ABS", will be added to your computer's start menu. Each time the software is

opened, it will check to ensure you have the latest version of the software installed on your PC. If a newer version is available, the system will prompt you to update the software.

## 5.1 System Navigation

The menu bar at the top of the screen allows users to log in, select an agency to work on (for users that have access to more than one agency), access the biennial budget system or access the options system. Note that options functionality is not available until the Secretary provides guidance on budget options. Also note that once technical adjustments have been submitted, additional changes to the baseline can no longer be made – contact your assigned budget analyst if you discover that a correction is necessary after your submission has been made.

Most screens have a save button that will allow the user to save data changes. Any data which has been entered or changed but not yet saved will generally be shaded blue. You must press the save button prior to leaving any screen in order to save your updates.

Because your baseline budget request is equal to the sum of your existing FY 2019 appropriations plus any adjustments to those appropriations, **you are strongly advised to complete the “baseline” allocation of your FY 2019 appropriations by program and account code before calculating or entering adjustments for the biennium.**

## 5.2 System Security

Users are assigned a UserID and password. Agency users only have access to assigned agencies. If you need to assign additional users, or if you need to reset your password, please contact your assigned OPM analyst.

## 5.3 System Modules

The following modules are available under Biennial Budget:

- Baseline: Allows users to verify or correct prior year expenditures and to allocate current year appropriations by program and by account code.
- Roster: Displays a roster of the positions and is used to calculate personnel cost inflation based on assumptions contained in the Secretary’s baseline budget policy letter.
- Adjustments: Allows users to request any additional adjustments to current-year appropriations which are consistent with the Secretary’s baseline budget policy letter.
- Additional Funds: Allows for the entry of data on federal and private funds that are available to the agency.
- Capital Budget: Captures information on capital projects and related funding.
- Supplemental Budget Information: Captures spending plan and consultant contracts.
- Reports: Allows the user to print budget reports.

Under Options, the following additional modules are available:

- Options: Allows the user to enter budget options (reduction, revenue, reallocation, or expansion)
- Option reports: Allows the user to print budget reports.



### 5.3.1 Baseline

The baseline for calculating the necessary amount of funding for the upcoming biennium is the current year (FY 2019) appropriation. Because current statute requires budget requests to be detailed by program and by account, you must allocate your FY 2018 expenditures and FY 2019 appropriation by program and by account within each program.

As noted above, you are strongly advised to complete the baseline allocation of your FY 2019 appropriations by program and account code before calculating or entering any other adjustments for the biennium.

The Baseline screen has two tabs: Actuals and Estimated. The Actuals tab shows your agency's FY 2018 expenditures by SID and Account. Allocate these costs by account and program until the value in the Remaining column is zero for each SID. The Estimated tab shows your agency's FY 2019 appropriation by SID. Allocate the appropriation by account and program until the value in the Remaining column is zero for each SID. The Baseline process is not complete until the amount in the remaining column is zero for each SID on the Actuals and the Estimated tabs.

### 5.3.2 Roster

The Roster screen has two tabs: Position Count and Roster Edit.

The Position Count tab has three frames. The top frame shows the agency's FY 2019 authorized position count and the count of permanent full-time positions that have passed all the roster check edits.

The middle frame has a table to capture the count of Full-Time Permanent positions, including both filled and vacant positions as of the end of FY 2018 and authorized positions for FY 2019. You must allocate your agency's positions by program for each year. The total for the full-time permanent positions for each year must be equal to the authorized position count for each budgeted fund.

The bottom frame has a table to capture the total number of other positions equated to full-time equivalents for FY 2018 through FY 2021 for each budgeted fund.

If your agency has employees with scheduled increases in FY 2019, FY 2020, or FY 2021, you will use the Roster Edit tab to calculate the costs associated with these increases and to create Technical Adjustments which reflect the value of those increases.

The roster requires that the permanent fulltime position count of the edited roster data matches the budgeted position count. First, click the Populate Roster button to access the records for your agency's employees. Second, click the Check Roster button to verify the information in each employee's record is valid. The Error Checked field will be checked if the record has passed all the validations, the Errors field will be populated with a code for any errors. Here is the list of possible error codes and a brief description:

1. RegTemp/FullPart: The application will only calculate increases where the Reg/Temp field is R and the PartFull field is F.
2. CompFreq: The application will only calculate increases where the CompFreq field is BCT for employees paid bi-weekly or S for employees paid semi-monthly.

3. BU/SalPlan: Invalid bargaining unit salary plan combination.
4. Grade: Invalid grade for Class Code.
5. Min/Max: CompRate less than the minimum or greater than maximum for this salary plan and grade (for range plan employees only).
6. Step: Invalid step for salary plan and grade.
7. DistPerc: Sum of percentages is greater than 100%.

Please note that it is acceptable that not all employees pass the edit checks. Only permanent full-time employees paid on a bi-weekly or semi-monthly will pass all the checks. The Pay Periods button will be enabled when the Roster Positions and the Authorized Positions are equal for each fund.

#### 5.3.2.1 Pay Periods

The Pay Periods screen has tabs for FY 2019, FY 2020, FY 2021 and a summary. Each fiscal year has a tab for Bi-Weekly and Semi-Monthly payroll rollouts. Click the Create Pay Periods button to create the pay period rollout for all positions that passed all the roster edits coded to appropriated funds. The summary tab includes the calculations for wage cost adjustments, based on the roster and scheduled collective bargaining increases, that are necessary for the following adjustments:

- Cost of Current Year COLA – code 301
- Cost of Current Year Annual Increment / PARS – code 302
- Cost of Year 1 COLA – code 311
- Cost of Year 1 Annual Increment / PARS – code 312
- Cost of Year 2 COLA – code 321
- Cost of Year 2 Annual Increment / PARS – code 322

Based on those calculations, the system will generate eight technical adjustments when the Create Option button is clicked (there will be separate FY 2020 and FY 2021 adjustments for codes 311 and 312). There is a button at the bottom of this tab to generate these adjustments.

#### 5.3.3 Baseline Adjustments

Baseline (technical) adjustments are similar to budget options in that they represent changes to the base (current year) level of funding. Expenditure information for all technical adjustments (and budget options) must be at the appropriation, program, and account code level of detail; however there are generic codes that may be used during budget development if a particular program or account code isn't known, but the system will not allow final submission until valid codes are entered for all adjustments.

All baseline adjustments must be accompanied by a category code – see section 3.1.

#### 5.3.4 Additional Funds

The system displays a listing, by program, fund, SID, and Catalog of Federal Domestic Assistance (CFDA) number (if federal) of actual expenditures and filled and vacant position counts for other funds for the most recently completed fiscal year. Agencies should make corrections to the actual expenditure and position information and add the estimated expenditure and number of funded positions for all federal and other

funds for the current year and each year of the upcoming biennium. Agencies can also add additional funds that are anticipated in the future.

### 5.3.5 Capital Budget Request

Agency requests for capital funding are due no later than August 31, 2018. All fields in the application must be completed to be considered by the Office of Policy and Management. Please return an original summary report with a copy of all forms to the Office of Policy and Management/Economics, Capital and Revenue Forecasting Section.

#### 5.3.5.1 Biennial Capital Budget

Section 4-78 of the Connecticut General Statutes (C.G.S.) requires that the Governor present to the General Assembly estimated authorizations for FY 2020 and FY 2021. In addition, anticipated authorizations for three additional fiscal years FY 2022, FY 2023 and FY 2024 must be submitted to OPM for out-year planning purposes.

**The capital budget request must be submitted no later than August 31, 2018, and must include:**

1. The agency summary report, signed by the Agency Head, and the project report of each program/project requested. A signed original must be received by OPM in order for the request to be considered. Any additional supporting documentation should be submitted with the original reports.
2. Other requirements – PLEASE NOTE: Capital Development Impact Statements (CDIS) and a map in accordance with Section 4-66b C.G.S., and Co-Location Statements in accordance with Section 4b-31 C.G.S are not required to be included with biennial capital budget requests unless requested by the Secretary of the Office of Policy and Management. However, if in your opinion, the filing of a CDIS or Co-Location Statement would further support the proposed project, please feel free to submit this additional justification. CEPA: Certain types of state actions which may significantly affect the environment are subject to an evaluation in conjunction with requirements set forth in the Connecticut Environmental Policy Act. At the appropriate stage, agencies should check their Environmental Classification Document to determine the type of environmental analysis, if any, that is applicable to the project. Agencies submitting requests for capital projects on the capital request form must indicate whether or not it is an action covered by CEPA.

#### 5.3.5.2 Description:

Program/Project Title: Choose “new program” the drop down list provided.

Contact Name/Phone: Agency person responsible for the project or program.

Agency Priority: All requests must be ranked in priority sequence. THIS MUST BE FILLED IN.

Bond Type: Choose one of the following prospective financing codes from the list provided.

STO - Special Tax Obligation Bonds (DOT only)

GO - General Obligation Bonds

REV - Revenue Bonds

Authorization Language:

In this section the agency should provide suggested language for inclusion in the Governor's Recommended Capital Budget for each year that funding is requested.

Description:

Provide detailed description of the program/project including any pertinent statistics. For lump sum amounts (i.e. alterations/improvements) a list of projects to be completed must be provided.

Justification:

Departmental justification should be a complete statement of the need for the project/program, including all relevant statistics and a statement of approved policies to justify the request. An explanation of the current level request should detail what the funds requested in Year 1 (FY 2020) and/or Year 2 (FY 2021) will be specifically used for, e.g. phase of development, project overruns, etc. Also, please indicate what steps the agency has taken to ensure the preservation of the state's capital assets (regular and on-going maintenance, adequate revenue stream or plant reserves for replacement and refurbishment). Identify how completion of this project will impact your ability to maintain facilities if additional operating funds are not made available. If this request is for new construction, explain in full all alternatives that were considered including the rationale for rejecting them.

Funds Requested

This represents the amount the agency is requesting for either or both fiscal years of the biennium. If applicable, the agency should also indicate the estimated requests for this project/program for the three out years.

*5.3.5.3 Summary:*

Statutory Reference: If applicable.

Project Type: Grant-in-Aid or State Project

Town: The town in which the project will be located.

Agency Budget Program: Reference by program title the major operating program under which this project will fall.

Total Estimated Cost: Total Project Cost- all funds.

Total Estimated State Funds: Total estimated state funds required.

Unallocated Balance: Unallocated balance of state funds available for the project.

Total Estimated Other Funds: Total estimated other funds (not state).

Estimated Federal Funds: Projected Federal Match or Federal Funds available for the project.

Prior State Authorizations:

Include: Fund, Act, Section, Authorized Amount, and Unallocated Balance of each authorization for the program/project. If the project/program is new, this section is left blank.

Cost Estimates: Drop Down list of project cost types is available. Choose as many cost types as necessary to provide the detailed project budget.

Est. Design Cost: Enter the estimated design cost associated with the construction/renovation of this project. Please consider the following items as part of the estimated design cost and include the appropriate item:

1. Planning
2. Architect and Engineering Fee
3. Survey Costs
4. Geotechnical/Borings Costs
5. Permits
6. Peer Review

Est. Equipment Cost: Enter the estimated equipment costs associated with this project. Please include the following items in your estimate (NOT FOR CAPITAL EQUIPMENT PURCHASE FUND REQUESTS):

1. Movable Equipment
2. Telecommunications

Est. Construction Cost: Enter the estimated construction cost associated with this project. Please include the following items as part of the estimated construction cost:

1. Special Inspections
2. Relocation
3. Construction Manager Fee

Acquisition Cost: Enter the estimated cost of acquisition if applicable.

Contingency Fee: Enter an estimated contingency fee. The fee should be calculated as not more than 10% of the Est. Construction Cost for renovations and improvements, and not more than 5% of the Est. Construction Cost for new construction.

Estimated Arts Cost: Enter amount if applicable (usually 1% of the Estimated Construction Cost).

DPW Fee: Projects which, by statute, must be administered by the DPW will be charged a fee for time actually spent on the project. The DPW fee will cover the costs of the Design and Review, Equipment and Construction Inspection sections of the department. Percentages may vary dependent on the type and complexity of projects, renovation projects in particular.

Previous Funding: List all previously allocated funds for the project by bond commission date.

Please indicate Yes/No as to whether or not the project complies with CDIS, C&D Plan, CEPA, Co-Location, or OCHA. Please indicate Yes/No as to whether or not the required documentation has been submitted to OPM.

#### *5.3.5.4 Legislative Change:*

A legislative change may be requested as follows: On the first screen of the application check the box underneath the agency name labeled "legislative change?" In the drop down menu choose "add new program." A new screen pops up:

Complete the four required fields:

Statutory Reference: If applicable.

Legislative Change Title: Enter a brief identifying title. Once saved, this title will be added to the pull-down menu of existing programs.

Old Language: Current authorization language.

Proposed New Language: Proposed new authorization language. Also, please state why the change is necessary.

#### *5.3.5.5 Cancellation:*

A cancellation of an existing authorization may be proposed as follows: On the first screen of the application check the box underneath the agency name labeled "cancellation." In the drop down menu choose "add new program." A new screen pops up:

Complete the required fields:

Title: Enter a brief identifying title. Once saved, this title will be added to the pull-down menu of existing programs.

Act Type: PA (Public Act) or SA (Special Act)

Act #: Number of the Public Act or Special Act authorizing the funds.

Section: Section number of the Act authorizing the funds.

Amount to be Cancelled: The amount of the funds to be cancelled.

Description:

This section must be completed to document and justify any reductions or cancellations in amounts currently authorized under existing bond acts for a project/program. Agencies should identify why cancellations are proposed, including but not limited to:

- A. Completed Projects  
Agencies must verify with existing agency records or with the Department of Public Works that a particular project is "closed-out" and that all outstanding payments for that project have been completed. After this review, amounts remaining should be listed on the form for cancellation. (Projects that are partially completed and for which final payments have not been made should not be listed for cancellation.)
- B. Projects Not Completed - No Longer Required  
Projects that have not proceeded to the construction stage and are no longer being requested should be listed for cancellation provided that all outstanding architectural or other pre-construction activities have been paid in total. Amounts that are no longer required should be listed on the form for reduction.

#### *5.3.5.6 Getting Help:*

Direct questions regarding the capital budget to:

- Steve Kitowicz                      860-418-6409                      [steven.kitowicz@ct.gov](mailto:steven.kitowicz@ct.gov)
- Brian Tassinari                      860-418-6303                      [brian.tassinari@ct.gov](mailto:brian.tassinari@ct.gov)

### **5.3.6 Supplemental Budget Information**

Although the following information is not directly tied to requested appropriation amounts, all of the following supplemental information submissions must be completed in order to complete the baseline budget submission.

#### *5.3.6.1 Agency Purpose / Program Narratives*

Agencies must provide a narrative description for each budgeted program as well as for the agency as a whole. Copies of the agency purpose and program narrative text used during the FY 2018-2019 biennium will be available for edit. See appendix B for instructions on entering agency purpose and program narratives in the budget software.

#### *5.3.6.2 Consultant Contracts*

Your baseline budget request must be accompanied by a listing of all current and proposed consultant contracts. The automated budget system will include the following data fields for completion:

- Name of vendor
- Description of service
- Start and end date of contract
- Total contract amount
- SID, Program, Account code
- Amount in current year and each year of the biennium

#### *5.3.6.3 Spending Plans*

Spending plans are required for grant accounts in POS agencies. The automated budget system will include the following data fields for completion:

- Payment arrangement: POS, PSA, FFS, Other
- Service Category or Type
- Vendor name (or "TBD" if not yet contracted)
- SID
- Estimated payment amount by fiscal year

#### *5.3.6.4 SID Descriptions*

Enter or Revise the following information for each appropriated SID:

- Description
- Statutory Reference

- Agency Fiscal Contact
- Agency Programmatic Contact

### 5.3.7 Leases

Pursuant to CGS Sec. 4b-23, OPM's Bureau of Assets Management provided directions, under separate cover, for completing your agency's state facilities plan. Completion of all required plan documents is required in order to allow for the review of requested lease costs.

### 5.3.8 Baseline Budget Request Printing and Submission

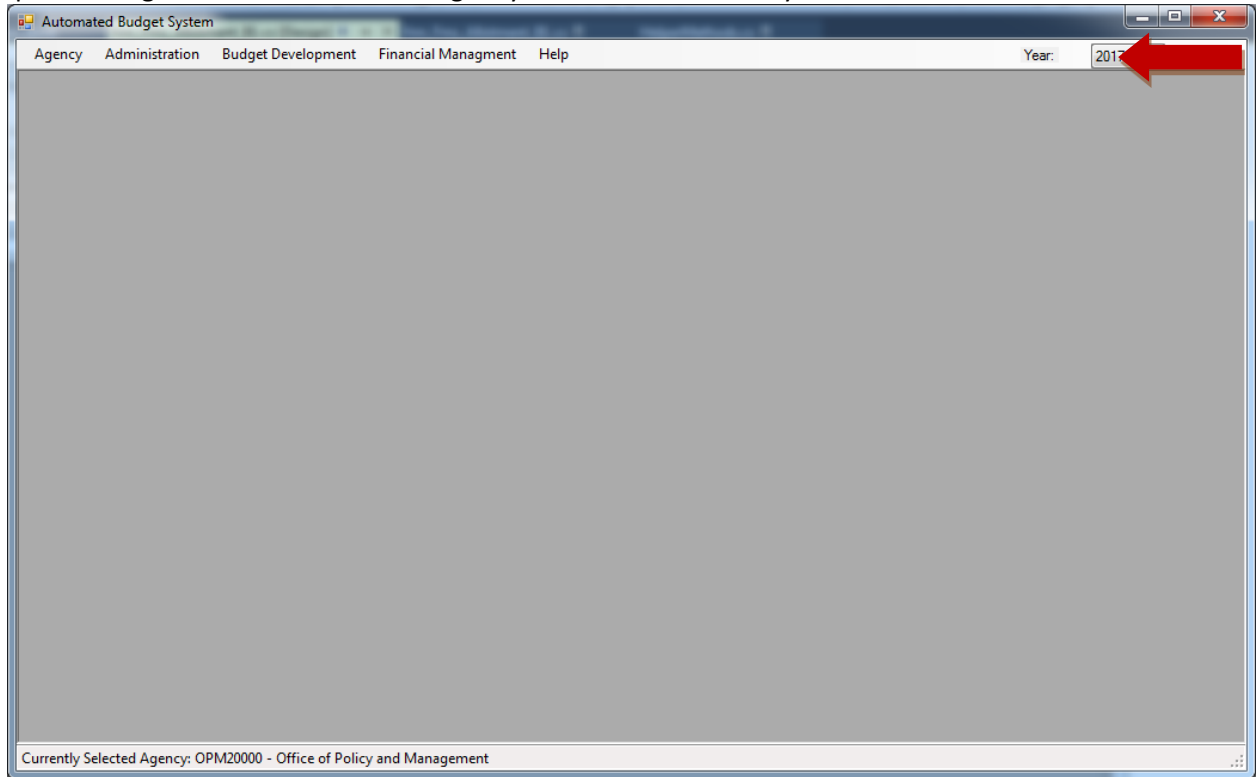
**Baseline budget submissions are due to OPM by August 31, 2018.** Submissions are not considered complete until all of the following steps are completed:

- Automated Budget System data must be transmitted electronically using the "Submit" button on the technical adjustments tab. Note that the system will ensure both of the following are true when the submit button is pressed:
  - FY 2019 values for each Fund-SID combination must be to equal the FY 2019 appropriation – see 5.3.1 - Baseline.
  - Any default Program or Account Codes that were used temporarily in the development of any adjustment has been converted to a valid Program or Account Code – see 5.3.4 - Baseline Adjustments.
- Agencies must complete all required supplemental budget information noted above in section 5.3.6.
- Agencies must submit, to their assigned budget analyst, a printed copy of form BR-1, signed by the agency head.
- Remember to provide a copy of your submission to the Office of Fiscal Analysis.

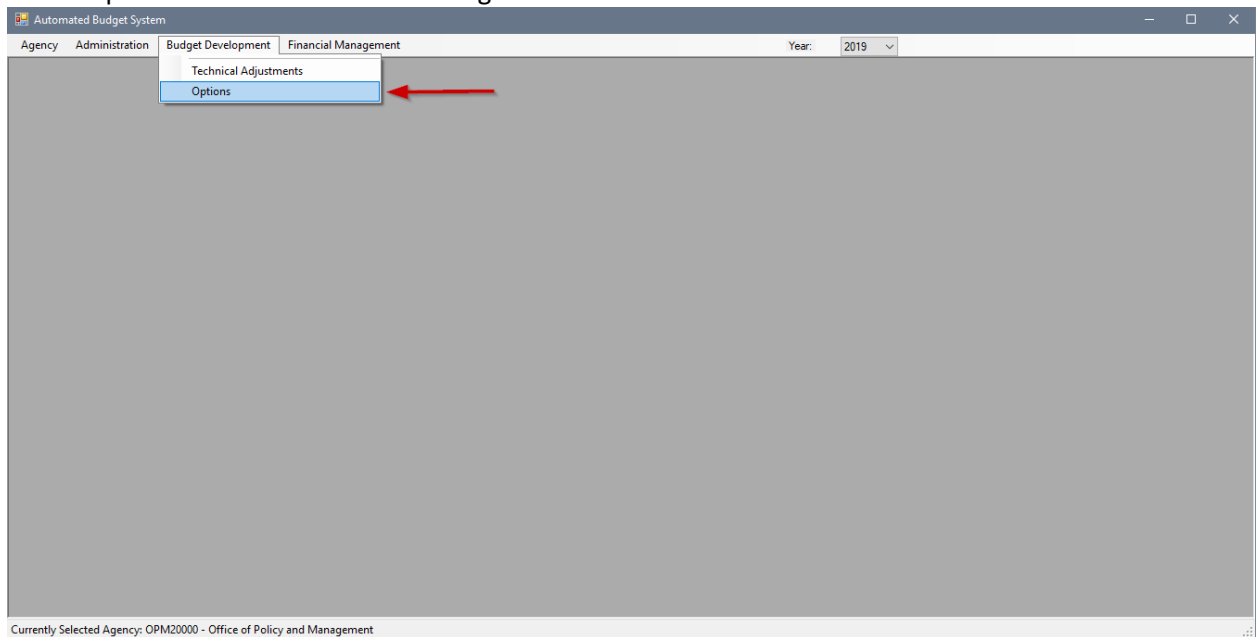


## Appendix A: Creating Budget Options

1. Open and login to the Automated Budget System and select fiscal year 2019:



2. Select Options from the Financial Management menu:



3. The Budget Option form opens. Select the Fund impacted by the option and click the Add Option link.

Automated Budget System - [Budget Options]

Agency Administration Budget Development Financial Management Reports Year: 2019

Fund: 11000 - General Fund Type: Options Save

Selection Option Maintenance

Option Status: Not Submitted Add Option Print Selected Options Print All Options Delete Selected Options Submit

View	Type	Title	Adjustment Submitted	Option ID	Show in Report
------	------	-------	----------------------	-----------	----------------

Currently Selected Agency: OPM20000 - Office of Policy and Management

4. The General Information Tab opens. Select the type of option (Reductions, Revenue, or Reallocation) from the Type drop down box and populate the Option Title, Statutory Reference, and Option Description and click the Save button.

Automated Budget System - [Budget Options]

Agency Administration Budget Development Financial Management Reports Year: 2019

Fund: 11000 - General Fund Type: Options Save

Selection General Information Financials / Positions

Agency Adjustment Title: Option Test Priority: 1 Print Option

Statutory Reference: N/A Sub Type: Reductions

Description: Option Test

Currently Selected Agency: OPM20000 - Office of Policy and Management

5. The Option appears in the Budget Option form. Click the View button for the Option you wish to edit.


Automated Budget System - [Budget Options]

Agency Administration Budget Development Financial Management Reports Year: 2019

Fund: 11000 - General Fund Type: Options Save

Selection Option Maintenance

Option Status: Not Submitted Add Option Print Selected Options Print All Options Delete Selected Options Submit


	View	Type	Title	Adjustment Submitted	Option ID	Show in Report
▶		Reductions	Option Test	0	8848	<input checked="" type="checkbox"/>


Currently Selected Agency: OPM20000 - Office of Policy and Management


6. The General Information tab is re-opened with the Agency Adjustment Title, Statutory Reference, and Description. Information can be edited or the option printed from this screen. Click the save button to save any changes. Click the Positions / Financials tab to add or edit financial, position and revenue information.

Automated Budget System - [Budget Options]

Agency Administration Budget Development Financial Management Reports Year: 2019

Fund: 11000 - General Fund Type: Options Save 

Selection General Information Financials / Positions 

Priority 1 Print Option 

Agency Adjustment Title Option Test Type Reductions

Statutory Reference N/A Sub Type

Description Option Test

Currently Selected Agency: OPM20000 - Office of Policy and Management

7. On the Positions / Financials tab, financial information can be entered by clicking the Add Cost link, Position Information can be entered by clicking the Add Positions link and Revenue can be entered by clicking the Add Revenue link.

Automated Budget System - [Budget Options]

Agency Administration Budget Development Financial Management Reports Year: 2019

Fund: 11000 - General Fund Type: Options Save

Selection General Information Financials / Positions

Associated Cost Add Cost Remove Selected Costs Paste Fiscal 8848 - Option Test

Program Code	Program Desc	SID Code	SID Desc	Account Code	Account Desc	Year1 Adj	Year2 Adj

Positions Add Positions Remove Selected Positions Paste Positions

Program Code	Program Desc	Year1 Adj	Year2 Adj

Revenue Items Add Revenue Remove Selected Revenue Paste Revenue

Account Code	Account Desc	Year1 Adj	Year2 Adj

Currently Selected Agency: OPM20000 - Office of Policy and Management

8. Financial, Position and Revenue information can be entered, modified and saved by editing the information in the table provided.

Automated Budget System - [Budget Options]

Agency Administration Budget Development Financial Management Reports Year: 2019

Fund: 11000 - General Fund Type: Options Save

Selection General Information Financials / Positions

Associated Cost Add Cost Remove Selected Costs Paste Fiscal 8848 - Option Test

Program Code	Program Desc	SID Code	SID Desc	Account Code	Account Desc	Year1 Adj	Year2 Adj
00000	Unknown Program	10010	Personal Services	50110	Salaries & Wages-Full Time	100000	100000
Total						100,000	100,000

Positions Add Positions Remove Selected Positions Paste Positions

Program Code	Program Desc	Year1 Adj	Year2 Adj
13008	Policy Development, Coordination ...	1	1

Revenue Items Add Revenue Remove Selected Revenue Paste Revenue

Account Code	Account Desc	Year1 Adj	Year2 Adj
40010	Revenues	100000	100000

Currently Selected Agency: OPM20000 - Office of Policy and Management

9. Financial, Position and Revenue information can also be deleted by selecting the desired row and then clicking the Remove Selected Costs, Delete Positions, or Remove Selected Revenue buttons.

Automated Budget System - [Budget Options]

Agency Administration Budget Development Financial Management Reports Year: 2019

Fund: 11000 - General Fund Type: Options Save

Selection General Information Financials / Positions

Associated Cost Add Cost Remove Selected Costs Paste Fiscal 8848 - Option Test

Program Code	Program Desc	SID Code	SID Desc	Account Code	Account Desc	Year1 Adj	Year2 Adj
00000	Unknown Program	10010	Personal Services	50110	Salaries & Wages-Full Time	100000	100000
			Total			100,000	100,000

Positions Add Positions Remove Selected Positions Paste Positions

Program Code	Program Desc	Year1 Adj	Year2 Adj
13008	Policy Development, Coordination ...	1	1

Revenue Items Add Revenue Remove Selected Revenue Paste Revenue

Account Code	Account Desc	Year1 Adj	Year2 Adj
40010	Revenues	100000	100000

Currently Selected Agency: OPM20000 - Office of Policy and Management

10. When all work is completed and the agency is ready to submit options to OPM, click the Submit Options button.

Automated Budget System - [Budget Options]

Agency Administration Budget Development Financial Management Reports Year: 2019

Fund: 11000 - General Fund Type: Options Save

Selection Option Maintenance

Option Status: Not Submitted Add Option Print Selected Options Print All Options Delete Selected Options Submit

View	Type	Title	Adjustment Submitted	Option ID	Show in Report
	Reductions	Option Test	0	8848	<input checked="" type="checkbox"/>

Currently Selected Agency: OPM20000 - Office of Policy and Management

## Appendix B: Submitting Agency Purpose and Program Descriptions

### Accessing and Editing Agency Narrative

1. Open and login to ABS, select Biennial Budget from the Budget Development menu, and click the Short Narrative button.

The screenshot shows the 'Automated Budget System - [Budget Baseline Main]' window. The 'Agency' tab is selected in the top menu. The 'Short Narrative' button is highlighted with a red arrow. The 'Fund' dropdown is set to '11000 - General Fund'. The table below shows budget data for various categories.

SID	SID Title	Actual	Appropriated	Estimated	Year 1 Request	Year 2 Request
10010	Personal Services	0	9,728,126	0	1	1
10020	Other Expenses	0	1,043,180	0	0	0
12169	Automated Budget System and Da...	0	26,776	0	0	0
12251	Justice Assistance Grants	0	819,440	0	0	0
12573	Project Longevity	0	573,750	0	0	0
12594	Council of Governments	0	4,106,250	0	0	0
16017	Tax Relief For Elderly Renters	0	25,020,226	0	0	0
16066	Private Providers	0	31,037,000	0	0	0
17004	Reimbursement to Towns for Loss ...	0	56,045,788	0	0	0
17006	Reimbursements to Towns for Priv...	0	105,889,432	0	0	0
17011	Reimbursement Property Tax - Dis...	0	364,713	0	0	0
17021	Property Tax Relief Elderly Freeze ...	0	65,000	0	0	0
17024	Property Tax Relief for Veterans	0	2,708,107	0	0	0
17102	Municipal Revenue Sharing	0	36,819,135	0	0	0
17103	Municipal Transition	0	30,700,000	0	0	0
17104	Municipal Stabilization Grant	0	37,753,335	0	0	0
17105	Municipal Restructuring	0	27,300,000	0	0	0
Total		0	370,000,258	0	1	1

Currently Selected Agency: OPM20000 - Office of Policy and Management

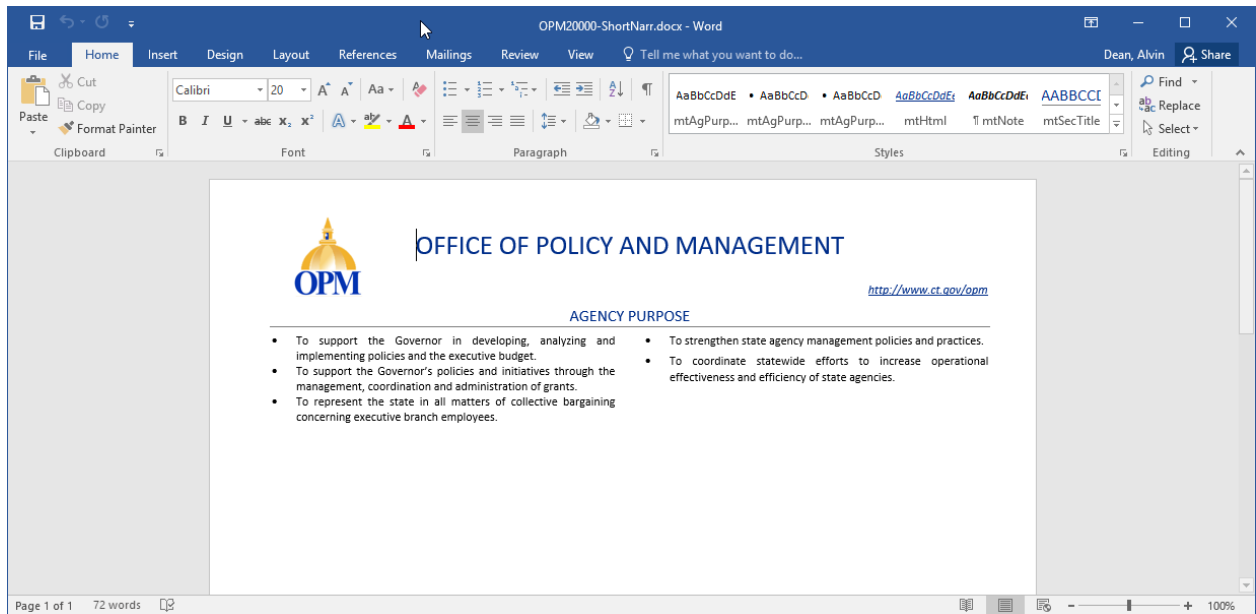
2. The Agency Purpose window opens. Click the Open Agency Purpose button.

The screenshot shows the 'Automated Budget System - [Budget Baseline Main]' window with the 'Agency Purpose' window open. The 'Open Agency Purpose' button is highlighted with a red arrow. The 'Agency Purpose' window shows a 'Submission Status' of 'Not Submitted' and three buttons: 'Open Agency Purpose', 'Save Agency Purpose', and 'Submit Agency Purpose'.

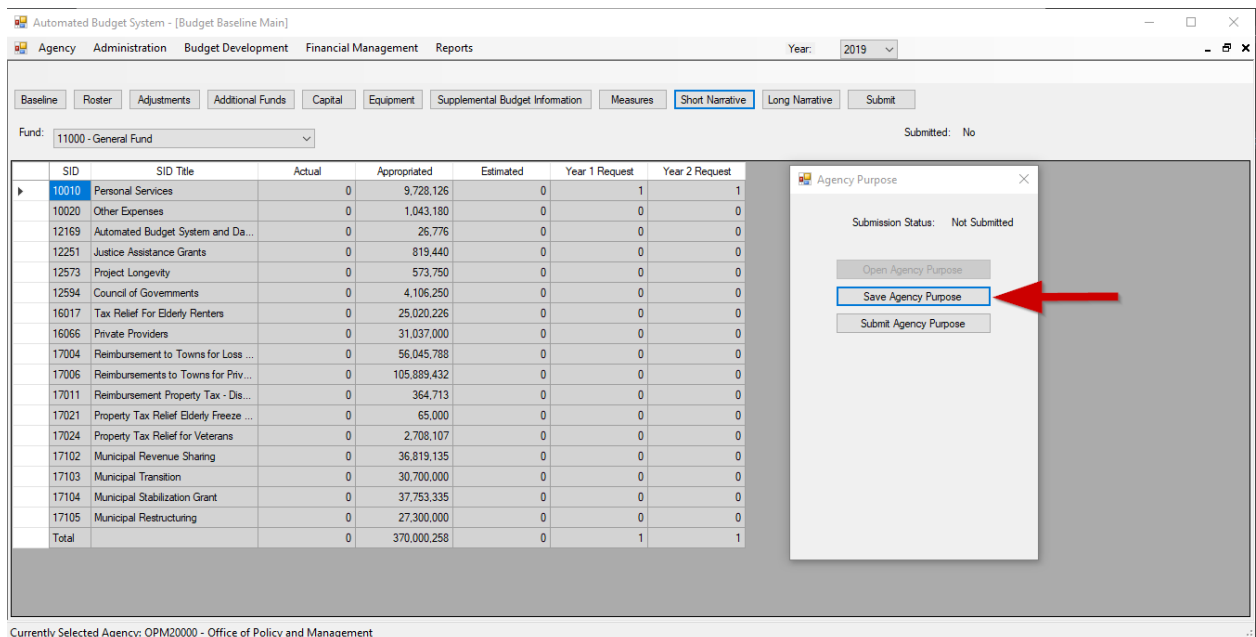
SID	SID Title	Actual	Appropriated	Estimated	Year 1 Request	Year 2 Request
10010	Personal Services	0	9,728,126	0	1	1
10020	Other Expenses	0	1,043,180	0	0	0
12169	Automated Budget System and Da...	0	26,776	0	0	0
12251	Justice Assistance Grants	0	819,440	0	0	0
12573	Project Longevity	0	573,750	0	0	0
12594	Council of Governments	0	4,106,250	0	0	0
16017	Tax Relief For Elderly Renters	0	25,020,226	0	0	0
16066	Private Providers	0	31,037,000	0	0	0
17004	Reimbursement to Towns for Loss ...	0	56,045,788	0	0	0
17006	Reimbursements to Towns for Priv...	0	105,889,432	0	0	0
17011	Reimbursement Property Tax - Dis...	0	364,713	0	0	0
17021	Property Tax Relief Elderly Freeze ...	0	65,000	0	0	0
17024	Property Tax Relief for Veterans	0	2,708,107	0	0	0
17102	Municipal Revenue Sharing	0	36,819,135	0	0	0
17103	Municipal Transition	0	30,700,000	0	0	0
17104	Municipal Stabilization Grant	0	37,753,335	0	0	0
17105	Municipal Restructuring	0	27,300,000	0	0	0
Total		0	370,000,258	0	1	1

Currently Selected Agency: OPM20000 - Office of Policy and Management

- The Agency Purpose document opens in Microsoft Word. The user may edit the text, but the format of the document must not be changed. Choose File>Save As to save the file locally; ABS creates a file temporarily on the user's local drive that is deleted when the Agency Purpose window is closed.



- Click the Save Agency Purpose button in ABS to save the edits. Note that edits will not be saved in ABS if this button is not clicked. Click the Submit Agency Purpose when you are finished and ready to submit the text to OPM. Note that submitting the agency purpose will lock this window, so do not submit the agency purpose until it is final.



- Click the Agency Purpose Exit Button. This will close Microsoft Word and delete the local Agency Purpose document.

Automated Budget System - [Budget Baseline Main]

Agency Administration Budget Development Financial Management Reports Year: 2019

Baseline Roster Adjustments Additional Funds Capital Equipment Supplemental Budget Information Measures Short Narrative Long Narrative Submit

Fund: 11000 - General Fund Submitted: No

SID	SID Title	Actual	Appropriated	Estimated	Year 1 Request	Year 2 Request
10010	Personal Services	0	9,728,126	0	1	1
10020	Other Expenses	0	1,043,180	0	0	0
12169	Automated Budget System and Da...	0	26,776	0	0	0
12251	Justice Assistance Grants	0	819,440	0	0	0
12573	Project Longevity	0	573,750	0	0	0
12594	Council of Governments	0	4,106,250	0	0	0
16017	Tax Relief For Elderly Renters	0	25,020,226	0	0	0
16066	Private Providers	0	31,037,000	0	0	0
17004	Reimbursement to Towns for Loss ...	0	56,045,788	0	0	0
17006	Reimbursements to Towns for Priv...	0	105,889,432	0	0	0
17011	Reimbursement Property Tax - Dis...	0	364,713	0	0	0
17021	Property Tax Relief Elderly Freeze ...	0	65,000	0	0	0
17024	Property Tax Relief for Veterans	0	2,708,107	0	0	0
17102	Municipal Revenue Sharing	0	36,819,135	0	0	0
17103	Municipal Transition	0	30,700,000	0	0	0
17104	Municipal Stabilization Grant	0	37,753,335	0	0	0
17105	Municipal Restructuring	0	27,300,000	0	0	0
Total		0	370,000,258	0	1	1

Agency Purpose

Submission Status: Not Submitted

Open Agency Purpose

Save Agency Purpose

Submit Agency Purpose

Currently Selected Agency: OPM20000 - Office of Policy and Management

## Accessing and Editing Agency Request Program Descriptions

1. Open and login to ABS select Biennial Budget from the Budget Development menu and click the Long Narrative button.

Automated Budget System - [Budget Baseline Main]

Agency Administration Budget Development Financial Management Reports Year: 2019

Baseline Roster Adjustments Additional Funds Capital Equipment Supplemental Budget Information Measures Short Narrative Long Narrative Submit

Fund: 11000 - General Fund Submitted: No

SID	SID Title	Actual	Appropriated	Estimated	Year 1 Request	Year 2 Request
10010	Personal Services	0	9,728,126	0	1	1
10020	Other Expenses	0	1,043,180	0	0	0
12169	Automated Budget System and Da...	0	26,776	0	0	0
12251	Justice Assistance Grants	0	819,440	0	0	0
12573	Project Longevity	0	573,750	0	0	0
12594	Council of Governments	0	4,106,250	0	0	0
16017	Tax Relief For Elderly Renters	0	25,020,226	0	0	0
16066	Private Providers	0	31,037,000	0	0	0
17004	Reimbursement to Towns for Loss ...	0	56,045,788	0	0	0
17006	Reimbursements to Towns for Priv...	0	105,889,432	0	0	0
17011	Reimbursement Property Tax - Dis...	0	364,713	0	0	0
17021	Property Tax Relief Elderly Freeze ...	0	65,000	0	0	0
17024	Property Tax Relief for Veterans	0	2,708,107	0	0	0
17102	Municipal Revenue Sharing	0	36,819,135	0	0	0
17103	Municipal Transition	0	30,700,000	0	0	0
17104	Municipal Stabilization Grant	0	37,753,335	0	0	0
17105	Municipal Restructuring	0	27,300,000	0	0	0
Total		0	370,000,258	0	1	1

Currently Selected Agency: OPM20000 - Office of Policy and Management



- The Program Description window opens. Click the Open Program Desc button.

The screenshot shows the 'Automated Budget System - [Budget Baseline Main]' window. The 'Long Narrative' tab is selected. A table lists budget items with columns for SID, SID Title, Actual, Appropriated, Estimated, Year 1 Request, and Year 2 Request. A 'Program Description' dialog box is open, showing 'Submission Status: Not Submitted' and three buttons: 'Open Program Desc' (highlighted with a red arrow), 'Save Program Desc', and 'Submit Program Desc'.

SID	SID Title	Actual	Appropriated	Estimated	Year 1 Request	Year 2 Request
10010	Personal Services	0	9,728,126	0	1	1
10020	Other Expenses	0	1,043,180	0	0	0
12169	Automated Budget System and Da...	0	26,776	0	0	0
12251	Justice Assistance Grants	0	819,440	0	0	0
12573	Project Longevity	0	573,750	0	0	0
12594	Council of Governments	0	4,106,250	0	0	0
16017	Tax Relief For Elderly Renters	0	25,020,226	0	0	0
16066	Private Providers	0	31,037,000	0	0	0
17004	Reimbursement to Towns for Loss ...	0	56,045,788	0	0	0
17006	Reimbursements to Towns for Priv...	0	105,889,432	0	0	0
17011	Reimbursement Property Tax - Dis...	0	364,713	0	0	0
17021	Property Tax Relief Elderly Freeze ...	0	65,000	0	0	0
17024	Property Tax Relief for Veterans	0	2,708,107	0	0	0
17102	Municipal Revenue Sharing	0	36,819,135	0	0	0
17103	Municipal Transition	0	30,700,000	0	0	0
17104	Municipal Stabilization Grant	0	37,753,335	0	0	0
17105	Municipal Restructuring	0	27,300,000	0	0	0
Total		0	370,000,258	0	1	1

- The Program Description opens in Microsoft Word. The user may edit the text of the purpose, but the format of the document must not be changed. Choose File>Save As to save the file locally; ABS creates a file temporarily on the user's local drive that is deleted when the Program Description window is closed.

The screenshot shows a Microsoft Word document titled 'OPM20000-LongNarr.docx'. The document content includes the following sections:

## OFFICE OF POLICY AND MANAGEMENT

<http://www.ct.gov/opm>

### AGENCY DESCRIPTION

The Office of Policy and Management (OPM) serves as a staff agency reporting directly to the Governor, providing the information and analysis required to formulate public policy for the state and assisting state agencies and municipalities in implementing policy decisions on the Governor's behalf.

The objectives of OPM are to: provide the staff functions of budget, management, planning, intergovernmental relations and labor relations through a single agency; encourage the integration of planning, budgeting and program analysis; provide necessary staff support to the Governor on policy analysis, development and implementation; and seek long-term improvements in the management of state agencies.

OPM is headed by a secretary and a deputy secretary who advise the Governor with the assistance of division heads for Budget and Financial Management, Criminal Justice Policy and Planning, Finance, Intergovernmental Policy, Labor Relations, and Policy Development and Planning.

OPM performs various fiscal functions to monitor, implement and report on the state's budget throughout the fiscal year. OPM prepares the Governor's biennial budget, including the state's capital budget, for submission to the legislature in odd-numbered years. OPM prepares the Governor's budget adjustments for the second half of the biennium that are submitted in even-numbered years.

Areas in which OPM facilitates interagency coordination include urban policy (with particular focus on distressed municipalities), prison overcrowding and reentry strategies, crime prevention and youth development, land use and physical resources, water resources conservation, human capital development to match Connecticut's workers and their skills to available jobs, job creation and economic development, transportation, housing, health care access, and the purchase of human services.

OPM also performs grants management, intergovernmental reviews, and provides technical assistance to municipalities.

### OFFICE OF THE SECRETARY AND ADMINISTRATIVE SUPPORT

**Statutory Reference**  
C.G.S. Section 4-65a.

**Statement of Need and Program Objectives**  
To assist and advise the Governor on policy and financial issues. To advocate for the Governor's policies and to coordinate their implementation. To attain OPM's objectives by directing and public, legislative task forces, and the boards and commissions to which the Secretary is named a member.

This office directs the development and implementation of the state's biennial operating and capital budgets as well as budget adjustments for the second half of the biennium.

In order to improve the quality of state agency management and

- Click the Save Program Desc in ABS to save the edits. Note that edits will not be saved in ABS if this button is not clicked. Click the Submit Program Desc when you are finished. Note that submitting the program description will lock this window, so do not submit the agency purpose until it is final.

Automated Budget System - [Budget Baseline Main]

Agency Administration Budget Development Financial Management Reports Year: 2019

Baseline Roster Adjustments Additional Funds Capital Equipment Supplemental Budget Information Measures Short Narrative Long Narrative Submit

Fund: 11000 - General Fund Submitted: No

SID	SID Title	Actual	Appropriated	Estimated	Year 1 Request	Year 2 Request
10010	Personal Services	0	9,728,126	0	1	1
10020	Other Expenses	0	1,043,180	0	0	0
12169	Automated Budget System and Da...	0	26,776	0	0	0
12251	Justice Assistance Grants	0	819,440	0	0	0
12573	Project Longevity	0	573,750	0	0	0
12594	Council of Governments	0	4,106,250	0	0	0
16017	Tax Relief For Elderly Renters	0	25,020,226	0	0	0
16066	Private Providers	0	31,037,000	0	0	0
17004	Reimbursement to Towns for Loss ...	0	56,045,788	0	0	0
17006	Reimbursements to Towns for Priv...	0	105,889,432	0	0	0
17011	Reimbursement Property Tax - Dis...	0	364,713	0	0	0
17021	Property Tax Relief Elderly Freeze ...	0	65,000	0	0	0
17024	Property Tax Relief for Veterans	0	2,708,107	0	0	0
17102	Municipal Revenue Sharing	0	36,819,135	0	0	0
17103	Municipal Transition	0	30,700,000	0	0	0
17104	Municipal Stabilization Grant	0	37,753,335	0	0	0
17105	Municipal Restructuring	0	27,300,000	0	0	0
Total		0	370,000,258	0	1	1

Program Description

Submission Status: Not Submitted

Open Program Desc

Save Program Desc

Submit Program Desc

Currently Selected Agency: OPM20000 - Office of Policy and Management

- Click the Agency Purpose Exit Button. This will close Microsoft Word and delete the local Agency Purpose document.

Automated Budget System - [Budget Baseline Main]

Agency Administration Budget Development Financial Management Reports Year: 2019

Baseline Roster Adjustments Additional Funds Capital Equipment Supplemental Budget Information Measures Short Narrative Long Narrative Submit

Fund: 11000 - General Fund Submitted: No

SID	SID Title	Actual	Appropriated	Estimated	Year 1 Request	Year 2 Request
10010	Personal Services	0	9,728,126	0	1	1
10020	Other Expenses	0	1,043,180	0	0	0
12169	Automated Budget System and Da...	0	26,776	0	0	0
12251	Justice Assistance Grants	0	819,440	0	0	0
12573	Project Longevity	0	573,750	0	0	0
12594	Council of Governments	0	4,106,250	0	0	0
16017	Tax Relief For Elderly Renters	0	25,020,226	0	0	0
16066	Private Providers	0	31,037,000	0	0	0
17004	Reimbursement to Towns for Loss ...	0	56,045,788	0	0	0
17006	Reimbursements to Towns for Priv...	0	105,889,432	0	0	0
17011	Reimbursement Property Tax - Dis...	0	364,713	0	0	0
17021	Property Tax Relief Elderly Freeze ...	0	65,000	0	0	0
17024	Property Tax Relief for Veterans	0	2,708,107	0	0	0
17102	Municipal Revenue Sharing	0	36,819,135	0	0	0
17103	Municipal Transition	0	30,700,000	0	0	0
17104	Municipal Stabilization Grant	0	37,753,335	0	0	0
17105	Municipal Restructuring	0	27,300,000	0	0	0
Total		0	370,000,258	0	1	1

Program Description

Submission Status: Not Submitted

Open Program Desc

Save Program Desc

Submit Program Desc

Currently Selected Agency: OPM20000 - Office of Policy and Management

# Appendix C: Submitting Agency Measures

- 1. Open and login to ABS. Select Biennial Budget from the Budget Development menu and click the Measures button.

Automated Budget System - [Budget Baseline Main]

Agency Administration Budget Development Financial Managment Help Reports Year: 2017

Baseline Roster Adjustments Additional Funds Capital Equipment Supplemental Budget Information **Measures** Narrative Program Desc Submit Unsubmit

Fund: 11000 - General Fund Submitted: Yes

SID	SID Title	Actual	Apporpriated	Estimated	Year 1 Request	Year 2 Request
10010	Personal Services	11,244,905	11,390,132	11,390,132	11,390,132	11,390,132
10020	Other Expenses	1,482,066	923,822	923,822	923,822	923,822
12169	Automated Budget System and Da...	9,133	40,894	40,894	40,894	40,894
12251	Justice Assistance Grants	732,650	938,648	938,648	938,648	938,648
12535	Criminal Justice Information System	1,671,048	920,048	920,048	2,704,248	3,018,571
12573	Project Longevity	940,000	885,000	885,000	885,000	885,000
16017	Tax Relief For Elderly Renters	26,287,142	27,300,000	27,300,000	29,553,187	31,326,192
16066	Private Providers	0	0	0	0	0
17004	Reimbursement to Towns for Loss ...	71,356,484	66,730,441	66,730,441	66,730,441	66,730,441
17006	Reimbursements to Towns for Priv...	122,919,654	114,950,770	114,950,770	114,950,770	114,950,770
17011	Reimbursement Property Tax - Dis...	400,000	374,065	374,065	374,065	374,065
17016	Distressed Municipalities	5,549,100	5,423,986	5,423,986	5,423,986	5,423,986
17018	Property Tax Relief Elderly Circuit ...	20,505,900	19,176,502	19,176,502	19,176,502	19,176,502
17021	Property Tax Relief Elderly Freeze ...	94,756	112,221	112,221	65,000	65,000
17024	Property Tax Relief for Veterans	2,896,989	2,777,546	2,777,546	2,777,546	2,777,546
Total		266,089,827	251,944,075	251,944,075	255,934,241	258,021,569

Currently Selected Agency: OPM20000 - Office of Policy and Management

- 2. The Measures window opens. Click the Add button to enter and add a measure.

Measures

Add Save Delete Submit

Program	Priority	Description	Actual	Estimated
---------	----------	-------------	--------	-----------

3. The Add Measure window opens. Select a Program, enter a Measure Description and click Add Measure.

Program: 13001 - Office of the Secretary and Administrative Support

Measure Description: Test

Add Measure

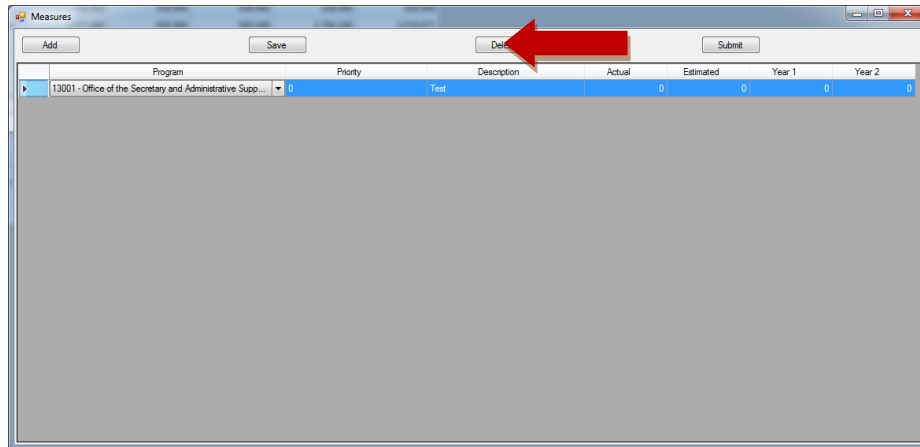
4. A measure is created. You may edit the Priority, Description and the Actual (FY 2016), Estimated (FY 2019), Year 1 (FY 2020), and Year 2 (FY 2021) values. The priority field allows you to sort the measures in the order you choose. Click the save button to save any changes you have made.

Measures

Buttons: Add, Save, Delete, Submit

Program	Priority	Description	Actual	Estimated	Year 1	Year 2
13001 - Office of the Secretary and Administrative Supp...	0	Test	100	100	100	100

5. Measures can be deleted by selecting the desired row and clicking the delete button.



6. Click the Submit button when you are finished and ready to submit measures to OPM. Note that submitting measures will lock this window, so do not submit the measures until they are final.

## Appendix D: Relevant Statutes

**Sec. 4-69. Definitions.** Wherever used in this chapter, unless the context otherwise requires:

- (1) “Accrual basis” means the basis upon which, in transactions thereon, revenues are accounted for when earned or due, even though not collected, and expenditures are accounted for as soon as liabilities are incurred, whether paid or not;
- (2) “Agency fund” means a fund consisting of resources received or held by the state as an agent for certain individuals or governmental units;
- (3) “Allotment” means a portion of an appropriation or special fund set aside to cover expenditures and encumbrances for a certain period or purpose;
- (4) “Appropriation” means an authorization by the General Assembly to make expenditures and incur liabilities for specific purposes;
- (5) “Assets” means the entire property of all kinds of the state, including both current assets and fixed assets;
- (6) “Audit” means, in the absence of any expression defining the extent to which it has been limited, an examination of the subject matter of the accounting in all its financial aspects, including, so far as the several classifications of accounts may be involved, the verification of assets, liabilities, receipts, disbursements, revenues, expenditures, reserves and surplus in such detail as may be necessary to permit certification of the statements rendered and of the accountability of the fiduciary parties;
- (7) “Auditors' certificate” means a statement signed by the auditors stating that they have examined the accounting records and expressing their opinion, based on such examination, regarding the financial condition of the state or any of its enterprises, the results from operations and any facts which the auditors in their professional capacity have investigated;
- (8) “Balance sheet” means a statement showing the financial condition of a fund or government at a specified date;
- (9) “Budget” means an estimate of proposed expenditures for a given period or purpose and the means of financing them, determined for the fiscal year ending June 30, 2014, and each fiscal year thereafter on the basis of generally accepted accounting principles, as administered by the Governmental Accounting Standards Board, as expressed in appropriation and revenue acts;
- (10) “Budget document” means the instrument used by the Governor to present a comprehensive financial program to the General Assembly;
- (11) “Budgeted agency” means (A) every department, board, council, commission, institution or other agency of the Executive Department of the state government, provided each board, council, commission, institution or other agency included by law within any given department shall be deemed a division of that department; (B) every court, council, division and other agency of the judicial branch of the state government financed in whole or in part by the state, including those agencies, officers, employees and services for which, or for the payment of whose salaries, appropriations are made to be expended on the direction, taxation or approval of any state court or judge thereof; and all of said courts, councils, divisions, agencies, officers, employees and services shall be one or more budgeted agency or agencies as the Secretary of the Office of

Policy and Management may prescribe; (C) every full-time permanent department or agency of the legislative branch of the state government; and (D) every public and private institution, organization, association or other agency receiving financial aid from the state;

(12) "Capital budget" means that portion of the budget which deals with the estimates of proposed expenditures for land, nonstructural improvements to land, structural replacements and major improvements and the means of financing them;

(13) "Capital outlay" means expenditures which result in the acquisition of additions to fixed assets;

(14) "Cash basis" means the basis upon which, in transactions thereon, revenues are accounted for when received in cash and expenditures are accounted for when paid;

(15) "Current assets" means those assets owned by the state which are available to meet the cost of operations or to pay current liabilities of the state;

(16) "Current liabilities" means liabilities which are payable immediately or in the near future out of current resources, as distinguished from long-term liabilities to be met out of future resources;

(17) "Deficit" means the excess of the liabilities and reserves of a fund over its assets, or the excess of the obligations, reserves and unencumbered appropriations of a fund over its resources;

(18) "Disbursements" means payments in cash regardless of the purpose;

(19) "Encumbrances" means obligations in the form of purchase orders or contracts which are to be met from an appropriation and for which a part of the appropriation is reserved;

(20) "Expenditures" means amounts paid or liabilities incurred for all purposes, including expenses, provisions for retirement of debt and capital outlay;

(21) "Expenses" means expenditures for operation, maintenance, interest and other current expenditures for which no permanent or subsequently convertible value is received;

(22) "Fiscal period" means any period at the end of which the state closes its books in order to determine its financial condition and the results of its operations;

(23) "Fixed assets" means assets of a permanent character having a continuing value, such as land, buildings, machinery and furniture and other equipment;

(24) "General Fund" means the fund that is unrestricted as to use and available for general purposes;

(25) "Liabilities" means debts or other legal obligations arising out of transactions in the past which are to be liquidated or renewed or refunded upon some future date;

(26) "Modified accrual" means a basis of accounting where revenues are recognized when earned only so long as they are collectible within the period or soon enough afterward to be used to pay liabilities of that period and expenditures are recognized in the period in which they were incurred and would normally be liquidated;

(27) "Overdraft" means (A) the amount by which checks, drafts or other demands for payment on the Treasury or on a bank exceed the amount of the credit against which they are drawn or (B) the amount by

which requisitions or audited vouchers exceed the appropriations or other credit to which they are chargeable;

(28) "Petty cash" means a sum of money, either in the form of currency or a special bank deposit, set aside for the purpose of making change or immediate payments of comparatively small amounts for which it is subsequently reimbursed from the cash of a fund;

(29) "Receipts" means sums actually received in cash from all sources unless otherwise described;

(30) "Refund" means an amount paid back or credit allowed on account of an overcollection;

(31) "Reimbursements" means cash or other assets received as a repayment of the cost of work or services performed, or of other expenditures made for or on behalf of another governmental unit, fund or department;

(32) "Revenue" means additions to cash or other current assets which neither increase any liability or reserve nor represent the recovery of an expenditure;

(33) "Special fund" means any fund which is to be used only in accordance with specific regulations or restrictions, including any fund created by a law authorizing and requiring the receipts of specific taxes or other revenues to be used to finance particular activities;

(34) "Trust fund" means any fund consisting of resources received and held by the state as trustee to be expended or invested in accordance with the conditions of the trust;

(35) "Unencumbered balance" means that portion of an appropriation or allotment not expended or encumbered;

(36) "Unexpended balance" means that portion of an appropriation or allotment which has not been expended;

(37) "Unliquidated encumbrances" means encumbrances which have not yet been paid or approved for payment;

(38) "Voucher" means a document certifying a certain transaction, especially a written form attesting the propriety of the payment of money;

(39) "Warrant" means a draft upon the treasurer for the payment of money.

**Sec. 4-70b. Definitions. Secretary's budget, finance and management duties. Report to the General Assembly. Secretary's authority to waive competitive procurement requirements re purchase of service contracts.** (a) For purposes of this section:

(1) "Purchase of service contract" (A) means a contract between a state agency and a private provider organization or municipality for the purpose of obtaining direct health and human services for agency clients and generally not for administrative or clerical services, material goods, training or consulting services, and (B) does not include a contract with an individual;

(2) "Secretary" means the Secretary of the Office of Policy and Management;



(3) “State agency” means any department, board, council, commission, institution or other executive branch agency of state government;

(4) “Municipality” means a town or any other political subdivision of the state, including any local or regional board of education or health district that is created or designated by the town to act on behalf of the town; and

(5) “Private provider organization” means a nonstate entity that is either a nonprofit or proprietary corporation or partnership which receives funds from the state, and may receive federal or other funds, to provide direct health or human services to agency clients.

(b) The Secretary of the Office of Policy and Management shall establish an Office of Finance under the direction of an executive financial officer. The secretary shall assist the Governor in his duties respecting the formulation of the budget and the correlating and revising of estimates and requests for appropriations of all budgeted agencies and shall also assist the Governor in his duties respecting the investigation, supervision and coordination of the expenditures and other fiscal operations of such budgeted agencies.

(c) Said secretary shall direct internal management consultant services to state agencies in such areas as administrative management, facility planning and review, management systems and program evaluation and such other special studies and analyses as he deems necessary. The secretary shall annually report, in accordance with the provisions of section 11-4a, to the General Assembly concerning the state's purchase of service contracting activity. Such report shall include, but not be limited to, an assessment of the aggregate financial condition of nonprofit, community-based health and human services agencies that enter into purchase of service contracts.

(d) The secretary shall establish uniform policies and procedures for obtaining, managing and evaluating the quality and cost effectiveness of direct health and human services purchased from a private provider organization or municipality. The secretary shall require all state agencies which purchase direct health and human services to comply with such policies and procedures.

(e) Purchase of service contracts shall be subject to the competitive procurement provisions of sections 4-212 to 4-219, inclusive. The secretary may waive the competitive procurement requirements set forth in chapter 55a with respect to any purchase of service contract between a state agency and a private provider of human services.

(f) No state agency may hire a private provider organization or municipality to provide direct health or human services to agency clients without executing a purchase of service contract with such private provider organization or municipality.

**Sec. 4-71. Transmission to General Assembly of budget document in odd-numbered year and status report in even-numbered year. Report re three fiscal years immediately following biennium.** Not later than the first session day following the third day of February in each odd-numbered year, the Governor shall transmit to the General Assembly a budget document setting forth his financial program for the ensuing biennium with a separate budget for each of the two fiscal years and having the character and scope hereinafter set forth, and a report which sets forth estimated revenues and expenditures for the three fiscal years next ensuing the biennium to which the budget document relates. If the Governor has been elected or succeeded to the office of Governor since the submission of the last-preceding budget document, he shall transmit such document and report to the General Assembly not later than the first session day following the fourteenth day of February. In the even-numbered years, on the day on which the General Assembly first convenes, the Governor shall transmit a report on the status of the budget enacted in the previous year with

any recommendations for adjustments and revisions, and a report, with revisions, if any, which sets forth estimated revenues and expenditures for the three fiscal years next ensuing the biennium in progress. The budget document shall consist of four parts, the nature and contents of which are set forth in sections 4-72, 4-73, 4-74 and 4-74a and shall be accompanied by the statement of grants to towns compiled pursuant to the provisions of section 4-71a and by the computation of the cost of an indexed increase in assistance payments made pursuant to section 4-71c. The report which sets forth estimated revenues and expenditures for the three fiscal years next ensuing the biennium shall contain, for each such year, estimated revenues, itemized by major source, and estimated expenditures for each budgeted agency for personal services, other expenses, other current expenses, equipment, payments to local governments, and other than payments to local governments. Such report transmitted in the even-numbered years shall contain the assumptions on which the estimated revenues and expenditures for the fiscal year next ensuing are based and shall set forth estimated revenues and expenditures in the same detail contained in the budget document.

**Sec. 4-71a. Estimates of recommended state grants-in-aid to towns under the budget document.** The Secretary of the Office of Policy and Management shall compile, for each state grant-in-aid program which is determined by statutory formula, the estimated amount of funds each town in the state would receive under each such program from the appropriations recommended by the Governor in the budget document.

**Sec. 4-71b. Estimates of state grants-in-aid under state budget act.** Not later than August fifteenth or sixty days after the adjournment of the regular session of the General Assembly, whichever is later, the Secretary of the Office of Policy and Management shall compile, for each state grant-in-aid program which is determined by statutory formula, the estimated amount of funds each town in the state can expect to receive for each fiscal year of the biennium under each such program from funds appropriated for each such fiscal year.

**Sec. 4-71c. Computation of the cost of an indexed increase in assistance payments.** The Secretary of the Office of Policy and Management shall annually compute the cost of an increase in assistance payments under the state-administered general assistance program, state supplement program, medical assistance program, temporary family assistance program and supplemental nutrition assistance program based on the percentage increase, if any, in the most recent calendar year average in the consumer price index for urban consumers provided if the increase in such index exceeds five per cent, the computation shall be based on a five per cent increase.

**Sec. 4-72. Governor's budget message.** The budget document shall consist of the Governor's budget message in which he or she shall set forth as follows: (1) The Governor's program for meeting all the expenditure needs of the government for each fiscal year of the biennium to which the budget relates, indicating the classes of funds, general or special, from which such appropriations are to be made and the means through which such expenditure shall be financed; and (2) financial statements giving in summary form: (A) The financial position of all major state operating funds including revolving funds at the end of the last-completed fiscal year in a form consistent with accepted accounting practice. The Governor shall also set forth in similar form the estimated position of each such fund at the end of the year in progress and the estimated position of each such fund at the end of each fiscal year of the biennium to which the budget relates if the Governor's proposals are put into effect; (B) a statement showing as of the close of the last-completed fiscal year, a year by year summary of all outstanding general obligation and special tax obligation debt of the state and a statement showing the yearly interest requirements on such outstanding debt; (C) a summary of appropriations recommended for each fiscal year of the biennium to which the budget relates for each budgeted agency and for the state as a whole in comparison with actual expenditures of the last-completed fiscal year and appropriations and estimated expenditures for the year in progress; (D) for the biennium commencing July 1, 1999, and each biennium thereafter, a summary of estimated expenditures for

certain fringe benefits for each fiscal year of the biennium to which the budget relates for each budgeted agency; (E) a summary of permanent full-time positions setting forth the number filled and the number vacant as of the end of the last-completed fiscal year, the total number intended to be funded by appropriations without reduction for turnover for the fiscal year in progress, the total number requested and the total number recommended for each fiscal year of the biennium to which the budget relates; (F) a statement of expenditures for the last-completed and current fiscal years, the agency request and the Governor's recommendation for each fiscal year of the ensuing biennium and, for any new or expanded program, estimated expenditure requirements for the fiscal year next succeeding the biennium to which the budget relates; (G) an explanation of any significant program changes requested by the agency or recommended by the Governor; (H) a summary of the revenue estimated to be received by the state during each fiscal year of the biennium to which the budget relates classified according to sources in comparison with the actual revenue received by the state during the last-completed fiscal year and estimated revenue during the year in progress; and (I) such other financial statements, data and comments as in the Governor's opinion are necessary or desirable in order to make known in all practicable detail the financial condition and operations of the government and the effect that the budget as proposed by the Governor will have on such condition and operations. If the estimated revenue of the state for the ensuing biennium as set forth in the budget on the basis of existing statutes is less than the sum of net appropriations recommended for the ensuing biennium as contained in the budget, plus, for the fiscal year ending June 30, 2014, and each fiscal year thereafter, the projected amount necessary to extinguish any unreserved negative balance in such fund as reported in the most recently audited comprehensive annual financial report issued by the Comptroller prior to the start of the biennium, the Governor shall make recommendations to the General Assembly in respect to the manner in which such deficit shall be met, whether by an increase in the indebtedness of the state, by the imposition of new taxes, by increased rates on existing taxes or otherwise. If the aggregate of such estimated revenue is greater than the sum of such recommended appropriations for the ensuing biennium plus, for the fiscal year ending June 30, 2014, and each fiscal year thereafter, the projected amount necessary to extinguish any unreserved negative balance in such fund as reported in the most recently issued annual report of the Comptroller published in accordance with section 3-115, the Governor shall make such recommendations for the use of such surplus for the reduction of indebtedness, for the reduction in taxation or for other purposes as in the Governor's opinion are in the best interest of the public welfare.

**Sec. 4-73. Recommended appropriations.** (a) The budget document shall present in detail for each fiscal year of the ensuing biennium the Governor's recommendation for appropriations to meet the expenditure needs of the state from the General Fund and from all special and agency funds classified by budgeted agencies and showing for each budgeted agency and its subdivisions: (1) A narrative summary describing the agency, the Governor's recommendations for appropriations for the agency, and a list of agency programs, the actual expenditure for the last-completed fiscal year, the estimated expenditure for the current fiscal year, the amount requested by the agency and the Governor's recommendations for appropriations for each fiscal year of the ensuing biennium; (2) a summary of permanent full-time positions by fund, setting forth the number filled and the number vacant as of the end of the last-completed fiscal year, the total number intended to be funded by appropriations without reduction for turnover for the fiscal year in progress, the total number requested and the total number recommended for each fiscal year of the biennium to which the budget relates.

(b) In addition, programs shall be supported by: (1) The statutory authorization for the program; (2) a statement of program objectives; (3) a description of the program, including a statement of need, eligibility requirements and any intergovernmental participation in the program; (4) a statement of performance measures by which the accomplishments toward the program objectives can be assessed, which shall include, but not be limited to, an analysis of the workload, quality or level of service and effectiveness of the program; (5) program budget data broken down by major object of expenditure, showing additional federal and private

funds; (6) a summary of permanent full-time positions by fund, setting forth the number filled and the number vacant as of the end of the last-completed fiscal year, the total number intended to be funded by appropriations without reduction for turnover for the fiscal year in progress, the total number requested and the total number recommended for each fiscal year of the biennium to which the budget relates; (7) a statement of expenditures for the last-completed and current fiscal years, the agency request and the Governor's recommendation for each fiscal year of the ensuing biennium and, for any new or expanded program, estimated expenditure requirements for the fiscal year next succeeding the biennium to which the budget relates; and (8) an explanation of any significant program changes requested by the agency or recommended by the Governor.

(c) There shall be a supporting schedule of total agency expenditures including a line-item, minor object breakdown of personal services, energy costs, contractual services and commodities and a total of state aid grants and equipment, showing the actual expenditures for the last-completed fiscal year, estimated expenditures for the current fiscal year and requested and recommended appropriations for each fiscal year of the ensuing biennium, classified by objects according to a standard plan of classification.

(d) All federal funds expended or anticipated for any purpose shall be accounted for in the budget. The document shall set forth a listing of federal programs, showing the actual expenditures for the last-completed fiscal year, estimated expenditures for the current fiscal year and anticipated funds available for expenditure for each fiscal year of the ensuing biennium. Such federal funds shall be classified by each budgeted agency but shall not include research grants made to educational institutions.

(e) The budget document shall also set forth the budget recommendations for the capital program, to be supported by statements listing the agency's requests and the Governor's recommendations with the statements required by section 4-78.

(f) The appropriations recommended for the legislative branch of the state government shall be the estimates of expenditure requirements transmitted to the Secretary of the Office of Policy and Management by the Joint Committee on Legislative Management pursuant to section 4-77 and the recommended adjustments and revisions of such estimates shall be the recommended adjustments and revisions, if any, transmitted by said committee pursuant to said section 4-77.

(g) (1) The appropriations recommended for the Judicial Department shall be the estimates of expenditure requirements transmitted to the Secretary of the Office of Policy and Management by the Chief Court Administrator pursuant to section 4-77 plus the estimates of expenditure requirements for the biennium transmitted by said administrator pursuant to section 51-47c, and the recommended adjustments and revisions of such estimates shall be the recommended adjustments and revisions, if any, transmitted by said administrator pursuant to section 4-77.

(2) The appropriations recommended for the Division of Public Defender Services shall be the estimates of expenditure requirements transmitted to the Secretary of the Office of Policy and Management by the Chief Public Defender pursuant to section 4-77 and the recommended adjustments and revisions of such estimates shall be the recommended adjustments and revisions, if any, transmitted by said administrator pursuant to section 4-77.

**Sec. 4-73a. Determination of actual rate of fringe benefits for funds of the constituent units of the state system of higher education.** For the fiscal year ending June 30, 1994, and each fiscal year thereafter, the Comptroller shall determine the actual rate for fringe benefits for the funds of the constituent units of the state system of higher education, established pursuant to subsection (b) of section 10a-77, section 10a-98a, subsection (b) of section 10a-99, subsections (b) and (c) of section 10a-105, section 10a-110a and section

10a-130, and shall report such information to the Office of Policy and Management by September 1, 1992, and annually by said date thereafter.

**Sec. 4-74. Appropriation and revenue bills.** The budget document shall be based upon the consensus revenue estimate or revised consensus revenue estimate issued pursuant to section 2-36c, and shall include a draft or drafts of appropriation and revenue bills to carry out the recommendations of the Governor. Such appropriation bills shall indicate the funds, general or special, from which such appropriations shall be paid, but such appropriations need not be in greater detail than to indicate the total appropriation to be made to each budgeted agency and each independently organized division thereof for each major function or program, equipment, land and buildings and improvements.

**Sec. 4-74a. Recommendations concerning the economy.** The budget document shall include the recommendations of the Governor concerning the economy and shall include an analysis of the impact of both proposed spending and proposed revenue programs on the employment, production and purchasing power of the people and industries within the state.

**Sec. 4-75. Publication of the budget document.** The Secretary of the Office of Policy and Management, shall compile the requested appropriations, the appropriations as recommended by the Governor, the Governor's budget message and other data as presented in the budget document and shall have such compiled document published and distributed in the same manner as public documents.

**Sec. 4-76. Governor to explain budget document and reports to legislative committees.** The Governor or his authorized representative or agent shall appear before the appropriate committees of the General Assembly to explain the details of the budget document and report transmitted by the Governor in the odd-numbered years and the reports transmitted by the Governor in the even-numbered years pursuant to section 4-71, to answer questions and to give information as to the items included therein.

**Sec. 4-77. Submission of estimates of expenditures by budgeted agencies. Guidelines for standard economic and planning factors and for unit costs for utilities. Statement of revenue and estimated revenue. Financial, personnel and nonappropriated moneys status reports.** (a) The administrative head of each budgeted agency shall transmit, on or before September first of each even-numbered year, to the Secretary of the Office of Policy and Management, on blanks to be furnished by him not later than the preceding August first, and to the joint standing committee of the General Assembly having cognizance of matters relating to appropriations and the budgets of state agencies, through the Office of Fiscal Analysis, and the standing committee having cognizance of matters relating to such budgeted agency, estimates of expenditure requirements for each fiscal year of the next biennium. On or before September first of each odd-numbered year, said agency head shall transmit recommended adjustments and revisions, if any, of such estimates. The secretary shall set guidelines for standard economic and planning factors and for unit costs, based on source of supply, for fuel oil, electricity, gas and water usage by state agencies, which shall be used by all agencies in the preparation of their estimates of expenditure requirements. The expenditure requirements shall be classified to show expenditures estimated for each major function and activity, project or program of the budgeted agency and its subdivisions, grants or aids to governmental units and capital outlay, and shall include details setting forth the estimated expenditures classified by objects according to a standard plan of classification, with citations of the statutes, if any, relating thereto. Each expenditure requirement for any purpose other than capital outlay involving an increase in or addition to any appropriation of the current fiscal year shall be accompanied by an explanation of the increase or addition. Each expenditure requirement involving a capital outlay shall be accompanied by such supporting schedules of data and explanations as may be required by the secretary.

(b) The administrative head of each budgeted agency shall transmit, on or before September first of each year, to the secretary, in the form required by him, and, on or before November fifteenth of each year, to the joint committee of the General Assembly having cognizance of matters relating to state finance, revenue and bonding, through the Office of Fiscal Analysis, a statement showing in detail the revenue and estimated revenue of the agency for the current fiscal year, an estimate of the revenue from the same or any additional sources for the next fiscal year and, in the even-numbered year, for the next biennium. Said agency head shall include in such statement recommendations as to any changes in the management, practices, regulations or laws governing his budgeted agency affecting the amount of revenue from operations, fees, taxes or other sources or the collection thereof, and any other information required by the secretary.

(c) The administrative head of each budgeted agency shall transmit, to the Office of Fiscal Analysis, copies of the agency's monthly (1) financial status report, (2) personnel status report, and (3) nonappropriated moneys status report which shall be an accounting of moneys received or held by the agency that are authorized or received by any manner other than as an appropriation. Such accounting of nonappropriated moneys shall include, at a minimum, an assessment of the status of any agency fund or account of such agency receiving or holding such moneys. Such assessments of such funds and accounts shall, at a minimum, account for all expenditures, encumbrances, liabilities, reimbursements and revenues.

(d) If any budgeted agency fails to submit estimates required pursuant to this section within the time specified, the Secretary of the Office of Policy and Management shall cause such estimates to be prepared for the budgeted agency.

**Sec. 4-77a. Submission of estimates of expenditures for payment of workers' compensation claims.** The estimates of expenditure requirements transmitted by the administrative head of each budgeted agency to the Secretary of the Office of Policy and Management, pursuant to section 4-77, shall include an estimate of the amount required by such agency for the payment of the workers' compensation claims of the employees of each such agency. Appropriations which are recommended in the budget document transmitted by the Governor in the odd-numbered years or the status report transmitted by the Governor in the even-numbered years to the General Assembly pursuant to section 4-71 or contained in the state budget act or any deficiency bill, as provided in section 2-36, for the payment of such claims shall be made as follows: (1) For the Departments of Developmental Services, Mental Health and Addiction Services, Correction, Transportation, Emergency Services and Public Protection and Children and Families, directly to said agencies; (2) for all other budgeted state agencies, to the Department of Administrative Services which shall maintain an account for payment of workers' compensation claims.

**Sec. 4-77b. Estimate of expenditure requirement by Department of Administrative Services to include leasing and maintenance costs.** The estimates of expenditure requirements transmitted by the Commissioner of Administrative Services to the Secretary of the Office of Policy and Management pursuant to section 4-77 and the appropriations recommended in the budget document transmitted by the Governor to the General Assembly pursuant to section 4-71 shall include an estimate of the amount required by the Department of Administrative Services for the leasing of additional facilities and an estimate of the amount required for the maintenance, including preventive maintenance, of facilities under the supervision, care and control of the department.

**Sec. 4-77c. Estimates of expenditure requirements for implementation of evidence-based programs.** The Departments of Correction, Children and Families and Mental Health and Addiction Services, and the Court Support Services Division of the Judicial Branch may include in the estimates of expenditure requirements transmitted pursuant to section 4-77, and the Governor may include in the Governor's recommended appropriations in the budget document transmitted to the General Assembly pursuant to section 4-71, an



estimate of the amount required by said agencies for expenditures related to the implementation of evidence-based programs.

**Sec. 4-78. Information contained in budget recommendations.** The budget recommendations for the capital program to be paid from appropriated funds, proceeds of authorized bond issues or any federal or other funds available for capital projects shall be supported by statements indicating recommended priorities for projects and setting forth for each project: (a) The total estimated cost at completion; (b) appropriations, bond authorizations and federal or other funds received to date; (c) additional appropriations or bond authorizations required for completion; (d) the amount available for expenditure from bond authorizations, appropriations or federal or other funds of prior years; (e) the bond authorization or appropriation recommended for each fiscal year of the ensuing biennium; (f) the amount available for each fiscal year of the ensuing biennium if the budget recommendation is approved; (g) bond authorizations or appropriations estimated to be required for subsequent fiscal years for completion; and (h) the estimated addition to the operating budget when completed. All capital projects authorized, begun or completed in prior years shall be reviewed annually in terms of requirement for continuation of appropriations made to date and, where appropriation balances remain at completion or no imminent forwarding of the project is contemplated or where the project has been abandoned, recommendation shall be made for the reduction of such authorized bond issues or the lapsing of such appropriation balances.

**Sec. 4-79. Tentative budget.** In any year in which there is a Governor-elect, the Secretary of the Office of Policy and Management shall cause to be prepared, not later than the fifteenth of November next succeeding the receipt by said secretary of the estimates of expenditure requirements and of revenue as provided in section 4-77, a tentative budget conforming as to scope, contents and character to the requirements of sections 4-72, 4-73 and 4-74 and containing the estimates of expenditures and revenue called for by section 4-77. Such tentative budget shall be transmitted to the Governor-elect.